

OTE 86-5722
30 December 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Out of Cycle Promotions

1. Approval is requested to process out-of-cycle promotions for [redacted] OTE does not competitively evaluate GS-06 employees, but rather, promotes to the GS-07 level at the supervisor's recommendation. Through an oversight, the supervisors missed the cycle and these individuals were not recommended for promotion during the normal December 1986 exercise. Both individuals exceed the six month time in grade requirement, are in GS-07 positions and merit promotion at this time.

2. In view of the oversight, it is requested that you approve the attached out-of-cycle promotion actions. More stringent steps are being taken to ensure that all supervisors are aware that GS-06 to GS-07 promotions are covered by the Uniform Promotion Schedule.

APPROVED:

/s/ Henry P. Mahoney

Associate Deputy Director for Administration

31 DEC 1986
Date

STAT

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